

Subject: Meeting Notes—Small Business Assistance Program Compliance Advisory Board Quarterly Meeting, December 10, 2003.

The Small Business Assistance Compliance Advisory Board meeting was at the Fredericksburg DEQ Satellite Office, Fredericksburg, Virginia.

Members present: John Dwyer and John Daniel.

Members not present: Dyane Pergerson, Mike Thompson, and Frank Ramos. Two vacancies.

DEQ Staff: Richard Rasmussen and Chuck McCarty.

Introductions

John Dwyer opened the meeting. He welcomed and thanked everyone for attending. Because there was not a quorum present the meeting was declared a work session.

CAB Appointments – Status

The status of the various members and vacancies on the CAB was discussed. It was felt that DEQ needs to pursue getting the vacancies filled and evaluate the lack of attendance by some members.

Program Report –

Richard Rasmussen reported:

Loan Fund Status

The fund still has about \$243,000 available for loans. There are three applications waiting to be closed.

Virginia Comprehensive Assistance Network [VA CAN] Status

The October 22nd VA CAN meeting was discussed. The next meeting is on December 16th. The latest version of the VA CAN Directory was passed around.

Public Service Announcement [PSA]

The PSA has not been reviewed and approved by DEQ management. Once that occurs and the contractor is ready, it will be disseminated for playing.

2004 Calendars

The 2004 calendars for dry cleaners and vapor recovery systems at gasoline stations are at the printers. They will be mailed out to all identified facilities as soon as they are received from the printers.

Grant Proposal for an Environmental Results Program for the Auto Body Shops in Northern Virginia

It was discussed that the SBAP is developing a grant proposal to submit to the USEPA in early January. The grant would develop an Environmental Results Program

[ERP] for the auto body shops in Northern Virginia. The ERP is similar to programs in Florida, Massachusetts, Rhode Island and Delaware. Effective January 2005, the auto body shops in Northern Virginia are now going to be subject to regulation. To help these facilities comply with the regulations, the ERP will provide assistance to the shops so they will understand the requirements and have the opportunity to receive training in pollution prevention [P2] techniques. The assistance will include the P2 training, workshops, workbooks, guidance materials, site visits, etc. The ERP will be voluntary for the facilities and will include their submittal of an annual certification of compliance for environmental regulations to DEQ

Prior to distribution to the facilities, the CAB will be asked to review the materials to assure that they are in easy to read and understand format.

2004 Meeting Dates

The meeting dates for 2004 were scheduled for:

March 10, 2004

June 9, 2004

September 8, 2004

December 8, 2004

All meetings are scheduled to begin at 10 AM. The sites will be determined and announced later.

Adjournment

The meeting was adjourned at 11:15 AM.